

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-9-067

CLASSIFICATION TITLE Associate Government Program Analyst	OFFICE/BRANCH Legislative Affairs/Legislation	LOCATION Sacramento
WORKING TITLE Legislative Analyst	POSITION NUMBER 311-001-5393-028	EFFECTIVE 10/19/18

GENERAL STATEMENT:

Under the direction of the California High Speed Rail Authority's (Authority) Deputy Director of Legislation, the Legislative Analyst will work in conjunction with staff in the Legislation Branch to perform tasks associated with the Authority's legislative program. The Legislative Analyst will complete duties that involve monitoring, researching, and analyzing legislation and legislative proposals that affect the Authority and the Authority's programs. The Legislative Analyst will draft, review, and edit reports and correspondence, and routinely contribute written input for position papers on proposed or pending legislation. The Legislative Analyst will be required to research programs impacting the Authority, develop background materials, and attend public hearings.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

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| 35% (E) | Prepare legislative bill analysis, which require researching program background information, understanding legislative history, reading legislative committee analysis, interpreting existing law and the bill's impact on existing law, referencing administrative rules and regulations, evaluating a bill's economic and fiscal impacts. |
| 25% (E) | Prepare written correspondence and background materials, such as bill position letters to members of the Legislature, fact sheets for committee staff, and informational materials for members of the Legislature, for Legislative Office review. Develop additional informational materials in conjunction with Communications Branch staff. |
| 20% (E) | Monitor state and federal legislation for the duration of the legislative session, provide status reports on tracked legislation, log Authority positions on legislation and bill analysis status. Act as the Authority's point of contact for its legislative tracking system and provide training to Authority legislative staff on the system's capabilities. Monitor the Legislature's calendar for important policy, budget, and informational committee hearings. |
| 10% (E) | Attend or monitor legislative hearings, meetings with members of the Legislature and staff, meetings with other state agencies, and Authority Board meetings. |

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| 5% (E) | Proofread and edit Legislative Branch materials for consistency with project messaging and other background materials. |
| 5% (E) | Monitor print and internet-based media, stakeholder newsletters, and trade publications to remain current on pertinent issues impacting the project at the federal and state levels. |

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

SPECIAL PERSONAL REQUIREMENTS:

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

DESIRABLE QUALIFICATIONS:

- Legislative experience required.
- Excellent organizational, research and analytical skills.
- Strong interpersonal skills and ability to relate effectively at all levels.
- Ability to handle work assignments with tact and diplomacy
- Excellent verbal and written communication skills.
- Ability to work under pressure and time constraints.

PUBLIC AND INTERNAL CONTACTS:

Establish and maintain cooperative working relationships in all contact opportunities, including but not limited to Authority staff, the Legislature, local elected officials, stakeholder groups, and members of the public.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors in judgment or failure to carry out the responsibilities of this position could result in placing the Authority in violation of constitutional and statutory constraints and have a significant impact on the internal and external operations of the Authority. The incumbent should exercise a high degree of initiative and independent judgment in regularly performing the most difficult duties.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent will be required to use a computer, mouse, and video display terminal and will be required to sit for long periods of time at a computer screen.

WORK ENVIRONMENT:

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outside of their workstation to perform general tasks.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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